

UNITED STATES MARINE CORPS

(UNIT)

Marine Corps Logistics Base
Albany, Georgia 31704

11240/1

Date

From: OIC/SNCOIC/CIVILIAN EMPLOYEE
To: Director, Installations and Logistics Division (Code A52000)
Subj: REQUEST FOR GOVERNMENT-OWNED VEHICLE/TRANSPORTATION
Ref: (a) BO P11240.16B, Paragraph 2009

1. In accordance with the reference, the following is provided:

- a. Type of vehicle requested: _____
- b. Date and time vehicle is to be picked up: _____
- c. Number of personnel to be transported: _____
- d. Location vehicle will report to prior to departing MCLB _____
- e. Destination of vehicle: _____
- f. Estimated date and time vehicle will return: _____
- g. Requestor's full name: _____
Rank: _____
Organization: _____
Phone Number: _____
- h. Purpose for request: _____
- i. Additional comments, if any: _____
- j. Name of person driving vehicle: _____

2. Please email this Transportation Request to elliottm@logcom.usmc.mil and the GME Dispatcher at smblogcomgmedispatcher@logcom.usmc.mil.

3. If you have any further questions, please contact Mr. Elliott at 639-5606 or Gunnery Sergeant Woodbury at 639-5665/5639..

Signature Submitted Electronically